

PERSONNELTravel Allowance/ExpensesA. Travel Allowance

Employees who use personal vehicles in the performance of official school board duties shall be paid a travel allowance. Effective October 1, 2005, mileage reimbursement and per diem rates will be in conformity with IRS published rates.

Editor's Note

See opinion of the Attorney General July 11, 1984 directed to the Auditor of Public Accounts. Lump sum reimbursements are prohibited by Virginia law and that reimbursements are to be for actual expenses incurred based on an itemized listing of the expenses. See also memorandum of Charles K. Tribble, Auditor of Public Accounts, directed—among others—to chairman of school boards and dated July 20, 1984.

B. Travel Expenses

The school board annually budgets travel funds to reimburse employees for expenses incurred at certain meetings and conferences. Travel funds are budgeted at school site and departmental levels to be expended at the discretion of the appropriate administrator in accordance with and in support of the goals and objectives of the school board.

Editor's Note

See also division regulation #R5-34.

Adopted by School Board: March 24, 1987

Adopted by School Board: September 13, 2005

Board Review: September 13, 2005

Staff Review: November 21, 2005

Responsible Department: Department of Financial Services